



Bryce Yokomizo  
Director

November 18, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE DELEGATED AUTHORITY TO THE DIRECTOR,  
DEPARTMENT OF PUBLIC SOCIAL SERVICES, TO SIGN AND EXECUTE AN  
AMENDMENT WITH PDQ PERSONNEL SERVICES, INC., TO PROVIDE  
TERMINAL OPERATOR SERVICES FOR THE  
STATEWIDE FINGERPRINT IMAGING SYSTEM (SFIS)  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that services performed under this contract continue to be performed more economically by contractor than by County employees; and
2. Delegate authority to the Director, Department of Public Social Services (DPSS), to prepare and execute an amendment, substantially similar to the attached sample amendment, to extend the Agreement with PDQ Personnel Services, Inc., (PDQ) for the provision of Statewide Fingerprint Imaging System (SFIS) Terminal Operator Services for one month, effective January 1, 2004, or the day after DPSS Director approval, whichever is later, through January 31, 2004 at an estimated cost of \$97,888. To the extent that these costs are claimed to CalWORKs and Food Stamps, there is no additional net County cost (NCC) after the required Maintenance of Effort (MOE) is met. The small share of cost associated with General Relief, results in a monthly estimated NCC of \$3,850. Funding for this Amendment is included in the FY 2003-04 Adopted Budget.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The current Prop A contract will expire on December 31, 2003.

On September 9, 2003, we informed your Board that the Department was reletting the Request for Proposals (RFP) for Terminal Operator Services because the original RFP resulted in a solicitation process that did not result in an acceptable level of competition and did not serve the County's best interest. The Department issued a new RFP on September 10, 2003, and informed your Board of the possibility of extending the current contract for one month, given the late date of the new RFP's issuance.

Currently, we remain on target to complete the solicitation process and to file for a new three-year contract for the Board's December 16, 2003 agenda. However, it is possible that this target may not ensure that we have a timely renewal contract in effect prior to December 31, 2003, as the December 16 meeting is scheduled to be the final Board meeting of the year.

Your Board's approval of delegated authority will provide the Director, DPSS, the flexibility to extend the current contract for one month should a renewal contract not be approved before the current contract's expiration date.

The one-month extension will ensure that SFIS Terminal Operator Services will be in place with minimal disruption to our district office operations. Additionally, your approval will ensure that this valuable fraud detection/prevention tool continues in place pending approval of a successor contract.

### **Implementation of Strategic Plan Goals**

The Amendment is consistent with the principles of the Countywide Strategic Plan Goal #4, (Fiscal responsibility) to strengthen the County's fiscal capacity.

### **FISCAL IMPACT/FINANCING**

The contractor will be paid a firm fixed hourly rate for providing terminal operators during the one-month extension with no cost-of-living increase. Although not subject to a contract maximum, this projected cost may decrease based solely upon workload fluctuation. The estimated monthly cost for this Amendment will be \$97,888, which continues to be cost effective.

To the extent that these costs are claimed to CalWORKs and Food Stamps, there is no additional NCC after the required MOE is met. The small share of cost charged to General

The Honorable Board of Supervisors  
November 18, 2003  
Page 3

Relief results in an estimated NCC of \$3,850 for the one-month contract extension. Funding for this contract has been included in the FY 2003-04 Adopted Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Amendment, if executed by the DPSS Director, will extend the Agreement term for one month, commencing January 1, 2004, and will ensure no interruption of services.

The Contractor will continue to recruit and provide skilled bilingual clerical staff to be trained as terminal operators to finger image applicants of the GR, CalWORKs and Food Stamp Programs.

The Contractor will not be asked to perform services which will exceed the scope of work or contract term.

The Amendment has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES**

This contract does not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County. The contract is in compliance with all of the requirements of Los Angeles County Code Section 2.121.380, mandatory prerequisite for the award of a contract.

### **CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to DPSS.

Respectfully submitted,

Bryce Yokomizo  
Director

BY:ro

Enclosures

c: Chief Administrative Officer

The Honorable Board of Supervisors  
November 18, 2003  
Page 4

County Counsel  
Auditor-Controller

**AMENDMENT NUMBER THREE TO CONTRACT #73177  
TERMINAL OPERATOR SERVICES FOR THE STATEWIDE FINGERPRINT  
IMAGING SYSTEM (SFIS) BY AND BETWEEN COUNTY OF LOS ANGELES AND  
PDQ PERSONNEL SERVICES, INC.**

Reference is made to the document entitled "Terminal Operator Services for the Statewide Fingerprint Imaging System (SFIS) by and between the County of Los Angeles and PDQ Personnel Services, Inc.," effective January 1, 2000, Amendment Number One, dated December 4, 2001, Amendment Number Two, dated December 3, 2002, Change Notice Number One, dated June 3, 2003 (collectively hereinafter referred to as "Agreement").

Whereas, services performed under this Agreement continue to be performed more economically by the CONTRACTOR than by COUNTY employees;

NOW THEREFORE, effective January 1, 2004, the Agreement is revised as follows:

**A. SECTION II, CONTRACT PERIOD,** New Paragraph 1.3 is added as follows:

- 1.3 Subject to the termination provisions set forth herein, the extension of this Agreement shall commence on January 1, 2004, and shall continue through January 31, 2004.

All other terms and conditions remain in effect.

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IN WITNESS WHEREOF, the parties hereunder have caused this Amendment Number Three to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Bryce Yokomizo, Director  
Department of Public Social Services

PDQ PERSONNEL SERVICES, INC.

By \_\_\_\_\_  
Janet Ault, Vice President and CAO  
5900 Wilshire Boulevard, Suite 400  
Los Angeles, California 90036

**APPROVED AS TO FORM BY THE OFFICE OF THE COUNTY COUNSEL,  
LLOYD W. PELLMAN, COUNTY COUNSEL**

By \_\_\_\_\_  
Barbara Y. Goul, Principal Deputy County Counsel